

Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Practice Lesson 6

More Ways to Edit Your Worksheet



Microsoft Excel for Beginners

Practice Lesson 6: More Ways to Edit Your Worksheet

	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
3		Jan	Feb	Mar	Total	Average	Highest Sales	Lowest Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	\$ 37,833	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	\$ 28,150		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	\$ 30,350		
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	\$ 96,333		
8								
9								
10								
11								



Step 1

Open the file you saved from Practice Lesson 5.



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	A	B	C	D	E	F	G	H
1		Fred's Fish Market						
2								
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4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	\$ 37,833	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	\$ 28,150		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050	\$ 30,350		
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000	\$ 96,333		
8								
9								
10								
11								

Step 2

Step 3

Step 2

Use the **Format Painter** and apply the format from cell **E3** to the range (**F3:H3**).

Step 3

Use the **Format Painter** and apply the format from cell **E7** to cell **F7**.



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4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 113,500	\$ 37,833	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 84,450	\$ 28,150		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 91,050			
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 289,000			
8								
9								
10								
11								

Step 4

Step 4

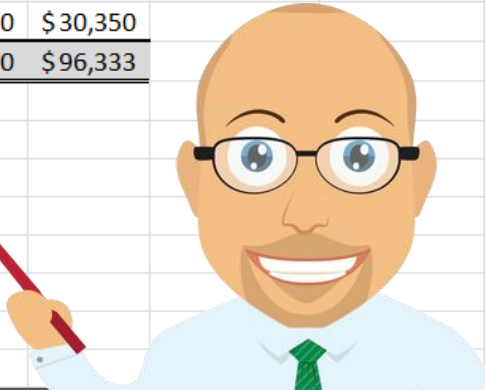
Insert 3 new columns
between Columns D and E.



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	A	B	C	D	E	F	G	H	I	J	K
1		Fred's Fish Market									
2											
3		Jan	Feb	Mar				Total	Average	Highest Sales	Lowest Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000				\$ 113,500	\$ 37,833	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450				\$ 84,450	\$ 28,150		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200				\$ 91,050	\$ 30,350		
7	Total	\$ 104,000	\$ 100,350	\$ 84,650				\$ 289,000	\$ 96,333		
8											
9											
10											
11											
12											
13											
14											
15											



A cartoon illustration of a bald man with glasses, a light blue shirt, and a green tie. He is smiling and holding a red pointer stick that points towards the 'Total' row of the spreadsheet.

Step 6

Step 5

Step 5

Use the **Fill Handle** to add columns headings “Apr”, “May” and “Jun” in the range (E3:G3).

Step 6

Use the **Fill Handle** to insert new formulas in the range (E7:G7).



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	A	B	C	D	E	F	G	H	I	J	K
1											
2											
3											
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5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

		Jan	Feb	Mar	Apr	May	Jun	Total	Average	Highest Sales	Lowest Sales
Year 1		\$ 45,000	\$ 43,500	\$25,000				\$113,500	\$37,833	\$ 45,000	\$ 25,000
Year 2		\$ 27,000	\$ 29,000	\$28,450				\$ 84,450	\$28,150		
Year 3		\$ 32,000	\$ 27,850	\$31,200				\$ 91,050			
Total		\$104,000	\$100,350	\$84,650	\$ -	\$ -	\$ -	\$289,400			

← Step 7



Step 7

Type numbers in the cells as listed to the right:

In cell **E4**, type: **27000**

In cell **E5**, type: **25000**

In cell **E6**, type: **33750**



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2											
3		Jan	Feb	Mar	Apr	May	Jun	Total	Average	Highest Sales	Lowest Sales
4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000			\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000			\$ 109,450	\$ 27,363		
6	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750			\$ 124,800	\$ 31,200		
7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ -	\$ -	\$ 289,000	\$ 96,333		
8											
9											
10											
11											
12											
13											
14											
15											

Step 8 →

Step 8

Delete columns F & G.



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4	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
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7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 289,000	\$ 96,333		
8									
9									
10									
11									
12									
13									

Steps 9 & 10 →

Step 9

Hide columns G, H, & I.

Step 10

Unhide columns G, H, & I.



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5	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
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7	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 289,000	\$ 96,333		
8									
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11									
12									
13									

Step 11

Step 11

Select the range (A1:I7). Cut & Paste this information to range (A3:I9).



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4									
5		Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
6	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
7	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
8	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800	\$ 31,200		
9	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 289,000	\$ 96,333		
10									
11									
12									
13									

Step 12

Save your worksheet with the following name: **Practice Lesson 6**

